

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



March 22, 1988

ALL-COUNTY LETTER NO. 88-32

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITOR CONTROLLERS
ALL COUNTY ADMINISTRATIVE OFFICERS

SUBJECT: COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM

This is to provide claiming instructions for the January - March 1988 quarter. Included are instructions related to Administrative Expense Claim format changes, Greater Avenues for Independence (GAIN) contracts for child care, the Reduced Income Supplemental Payment (RISP) Program, the Refugee Demonstration Program (RDP), the Refugee Cash Assistance (RCA) Program, and A-87 electronic data processing (EDP) costs allocated to the Statewide Automated Welfare System (SAWS). The following forms are to be used for the January - March 1988 quarter claim. New and revised forms will be forwarded to the Counties separately.

<u>Form</u>	<u>Revision Date</u>	<u>Form</u>	<u>Revision Date</u>
DFA 325.1	10/87	DFA 327.6D* (Formerly 327.7C)	2/88
DFA 325.1A	11/86	DFA 327.7A* (Formerly 327.8A)	2/88
DFA 325.1AA	2/87	DFA 327.7B* (Formerly 327.8B)	2/88
DFA 325.1B*	2/88	DFA 327.7D* (Formerly 327.8C)	2/88
DFA 327.1A	4/87	DFA 327.8A (Renumbered)	2/88
DFA 327.1B*	2/88	DFA 327.8B (Renumbered)	2/88
DFA 327.1C	2/87	DFA 327.8C (Renumbered)	2/88
DFA 327.1D*	2/88	DFA 327.9 (Obsolete)	10/87
DFA 327.2A	8/87	DFA 327.10A (Obsolete)	4/87
DFA 327.2B*	2/88	DFA 327.10B (Obsolete)	10/87
DFA 327.2C	8/87	DFA 327.10C (Obsolete)	10/87
DFA 327.2D*	2/88	DFA 43	12/87
DFA 327.2F*	2/88	DFA 46	7/87
DFA 327.3A	4/87	DFA 48	7/86
DFA 327.3B*	2/88	DFA 48A	7/86
DFA 327.3D* (Formerly 327.3C)	2/88	DFA 50	7/86
DFA 327.4A*	2/88	DFA 52	12/87
DFA 327.4B*	2/88	DFA 856	4/82
DFA 327.4C*	2/88	DFA 47	7/86
DFA 327.4D*	2/88	DFA 53	12/87
DFA 327.5B* (Formerly 327.6B)	2/88	DFA 323	12/87
DFA 327.5D* (Formerly 327.6D)	2/88	DFA 403	11/86
DFA 327.6A* (Formerly 327.7A)	2/88	DFA 419	8/86
DFA 327.6B* (Formerly 327.7B)	10/87		

*Indicates new or revised this quarter

ADMINISTRATIVE EXPENSE CLAIM

The Administrative Expense Claim has undergone several format changes in this quarter. These changes have resulted in a renumbering of some forms and a reduction of five pages from the Administrative Expense Claim. The Direct Cost Detail Schedule has been expanded to include calculations previously performed on the Adoption and Maternity Care Modification form (DFA 327.5). Beginning this quarter, Maternity Care Expenditures, Adoption Fees Collected, and Maternity Care Rebates, will be itemized on the DFA 325.1B. The net total will flow through the DFA 327.4A, Direct Cost and Fraud Modification, to the program funding page, the DFA 327.7A and be reported as 100 percent State Welfare Funds. Also, Counties will no longer report Adoption fees collected and Maternity Care rebates in the County Funds column of the DFA 327.7A. This shift eliminates the need for the Adoption and Maternity Care Modification form, DFA 327.5. Given this, the Non-Fed Modification forms (formerly the DFA 327.6 series), the Staff Development funding forms (formerly the DFA 327.7 series), and the Program funding forms (formerly the DFA 327.8 series), have been renumbered to the DFA 327.5, DFA 327.6, and DFA 327.7 series respectively.

The DFA 327.7B has been expanded to include the PA-FS Cost Shift previously performed on the DFA 327.9. The instructions and calculations appear in Columns BV and BW of the DFA 327.7B. Also, the DFA 327.7 series has been expanded to include a bottom line totalling each function's Staff Development and Administrative costs as well as continuing to total the program Administrative costs by function. A Grand Total of all Staff Development and Administrative costs appears on the last page, the DFA 327.7D. These function totals and Grand Total capture all the information appearing on the past 327.10 forms which are now eliminated.

DFA 325.1B - Direct Cost Detail Schedule

All direct costs, expenses, collections, reimbursements, and abatements must be itemized on the DFA 325.1B to the specific program(s).

Adoption Fees Collected, Maternity Care Expenditures and Maternity Care Rebates previously captured on the DFA 327.5 must be itemized on the DFA 325.1B. A column has been added to identify each item as either an expense or abatement. The net total for each program is carried forward to the DFA 327.4 series. Instructions for each column have been added to the back of the DFA 325.1B.

A. Social Services

1. Personal Services

Included are:

- a. Salaries and benefits of social services casework and clerical support staff located in services centers and day care centers, or staff of special projects, which are separate and apart from the regular welfare complex.

- b. Overtime and standby pay for social services casework staff who are on-call for the Emergency Response Program.

2. Operating Costs

Included are:

- a. Operating costs of approved services centers which are separate and apart from the regular welfare complex.
- b. Cost of emergency shelter care operated by the County welfare department (CWD), not to exceed 30 days in a 12-month period, if included in the approved County plan.
- c. The cost of returning nondelinquent runaway children.
- d. Emergency shelter retainer fees.
- e. Services-connected expenditures, such as:
 - 1. Temporary in-home caretakers.
 - 2. Parenting training.
 - 3. Out-of-home respite care.
 - 4. Teaching and demonstrating homemakers.
 - 5. Transportation.
- f. Maternity care expenditures and rebates.
- g. Adoption fees collected.

3. Purchase of Services

Included are costs of social services purchased from private or public agencies or organizations under agreement or contract. Costs include:

- a. In-Home Supportive Services.
- b. Maternity care.
- c. Counseling.

B. Eligibility and Nonservice

1. Personal Services

- a. Included are salaries and benefits of CWD staff involved in the issuance and associated reconciliation of food stamps.

2. Operating Costs

Included are:

- a. Operating costs of food stamp issuance and storage facilities which are separate and apart from the regular welfare complex.
- b. Medical examinations to determine eligibility for public assistance programs.

3. Purchase of Services

- a. Included are purchase of services from private or public agencies or organizations under agreement or contract.

C. Welfare Fraud

Included are costs of the purchase of services from agencies, primarily the District Attorney, which investigate welfare fraud and prosecute food stamp fraud.

D. Employment Services

1. Personal Services

- a. Included are salaries and benefits of the Work Incentive Separate Administrative Unit staff colocated at the Employment Development Department in non-GAIN Counties.

2. Operating Costs

- a. Included are costs for all supportive services (child care, transportation, and ancillary expenses) reported where payments are made directly to the participant or to individual providers rather than to an agency under agreement or contract.

3. Purchase of Services

- a. Included are costs for supportive services purchased from private or public agencies under agreement or contract.

DFA 327.3 Series - Staff Development

For consistency, all forms involving Employment Services will be identified under the alphabetic D. This begins with the DFA 327.3D which formerly was the DFA 327.3C.

DFA 327.4 Series - Direct Cost, Abatement and Fraud Modification

The title for this series was modified to include collections, reimbursements and abatements brought forward from the DFA 325.1B.

DFA 327.5 Series (Formerly DFA 327.6 Series) - Nonfederal Modification

- A. Within the instructions of Column DB, the reference to Column DA (SAWS EDP costs) has been deleted since SAWS EDP costs are distributed to the Eligibility and Nonservices function only.
- B. If there are EDP costs attributable to the Employment Services function, case counts must be entered for all benefiting programs in Column DE.
- C. For allocation of Employment Services costs in Column DB, case counts must be entered in Columns DC and DD from the GAIN 25. Case counts used for case management components (#95 through #103) should be repeated for Program Operation components, (#104 through #111).

DFA 327.6 Series (Formerly DFA 327.7 Series) - Funding - Staff Development

All funding ratios appearing in Column BM within this series have been modified to reflect the appropriate funding source. The County share is now included in the percentage ratio so that funding sources will equate to 100 percent. Please note that funding ratios are shown without respect to Federal or State allocation caps or other funding restrictions. Actual funding will be determined at the State level.

DFA 327.7 Series (Formerly DFA 327.8 Series) - Funding - Program

All funding ratios appearing in Column BM were modified to reflect the appropriate funding source. The County share is now included in the percentage ratio so that funding sources will equate to 100 percent. Please note that funding ratios are shown without respect to Federal or State allocation caps or other funding restrictions. Actual funding will be determined at the State level.

Also, the DFA 327.7 series has been expanded with the addition of a line appearing at the bottom of each function page which accumulates the total Staff Development and Administrative costs for that function. On the last page of the claim, the DFA 327.7D, a Grand Total line has been added which accumulates the total of all Staff Development and Administrative costs for all functions. These modifications allowed for the elimination of the DFA 327.10 series.

Reporting of Expenditures on the Administrative Expense Claim

Expenditures and abatements reported within the Administrative Expense Claim should be rounded off to the nearest whole dollar as stated in the Manual of Policies and Procedures, Section 25-815.31. Beginning with this quarter, all audited claims returned to the Counties will be rounded to the whole dollar.

GAIN CONTRACTS FOR CHILD CARE SERVICES

Effective with the January - March 1988 quarter, contracts with resource and referral agencies for the development of child care slots may be claimed as a direct-charge to the GAIN components instead of as an allocable support cost if certain conditions are met. If the contractor is developing slots and providing direct services to GAIN participants, i.e., arranging for and referring to child

care services, all costs of the contract may be direct charged to the GAIN components. This provision applies when all aspects of child care provision have been contracted out and there are no CWD GAIN caseworker staff involved in arranging for and placement in child care slots. If the contract does not include child care direct services, the costs will continue to be claimed as an allocable support purchase of service.

For direct charge service delivery contracts, the contractor must allocate all contract costs to the components based on the component assignment of the participants who are referred to the contractor for services. In addition, all GAIN supportive services costs must be identified to the appropriate component and service delivery method.

For example, child care for the Job Club Workshop is reported on the DFA 325.1B as follows: Line: 95, Program: GAIN Job Club Workshop, Code: G3, Type of Expense: Child Care. The cost would be reported in Column 6, 8 or 10 depending on the method in which the service is provided. Costs for child care provided by CWD staff in a CWD facility are reported in the Personal Services and Operating Costs column. Payments made by the CWD to the participant or to an individual child care provider are reported in the Operating Costs column. Costs for child care provided by an agency under contract or agreement are reported in the Purchase of Services column. Any cost reported in the Purchase of Services column must be identified by contract number and fiscal year.

Transportation and ancillary expenses must be reported in the same manner.

Claims submitted without complete detail or completed inappropriately will be returned to the County with the expenditures disallowed.

RISP/REFUGEES

As stated in All-County Letter (ACL) 88-05, effective February 1, 1988 RISP activities for time-eligible Refugee Resettlement Program - Aid to Families with Dependent Children and RDP recipients are limited to the first 24 months of United States residency. The administrative expense claim has been revised to reflect this change.

RDP/RCA PROGRAM

Counties were notified by ACL 88-05 that the good cause determinations and conciliation activities for refugees were to be time studied to the Employment Services function. For claiming purposes, on the Employment Services Time Study Summary and Program Allocation Ratios (DFA 53), the hours for RDP clients are summarized on Line I; and for RCA clients, on Line J. Administrative costs for these activities will flow through the claim on Lines 117 and 118, respectively. The RDP is 100 percent Federally funded by the RDP Grant. The RCA is also 100 percent Federally funded, but from the Refugee Cash and Medical Assistance Grant.

A-87 EDP COSTS PRORATED TO SAWS

The ACL 86-92, dated September 17, 1986, and the instructions on the DFA 325.1A, All Other EDP Schedule, specify that A-87 EDP costs allocated through the Countywide CAP be prorated between the DFA 325.1A and 325.1AA, SAWS EDP Costs.

However, this proration should be applied only if the countywide central data processing center provides services to the SAWS projects. Counties with on-line Central Data Base terminals which do not interface or benefit from the County central data processing center should not share in A-87 EDP proration costs.

If you have any questions or need additional information, contact the Fiscal Policy and Procedures Bureau at (916) 445-7046.



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Administration

cc: CWDA